

West Bountiful Police Department

Job Description

Job Title	Police Officer I	Effective Date	February 1, 2012
		Revision Date	February 1, 2012

Job Statement

A Police Officer I serves to maintain the security, the peace, and the well being of the community by rendering aid to those in need and by enforcement of the law when there is a violation.

Supervision Received

A Police Officer I works under the supervision of a Sergeant, Corporal, Lieutenant and /or Chief

Essential Job functions

1. Regular attendance at work as scheduled by the department.
2. Maintain strict confidentiality concerning information learned in the course of performing the duties of the job.
3. Ability to perform work in rotating shifts as scheduled by the department.
4. Ability to sit frequently to drive a motor vehicle.
5. Ability to read, understand, remember and implement state laws and procedures in the performance of his duties.
6. Ability to physically subdue persons resisting arrest with the force allowed by law.
7. Ability to proficiently utilize and operate department equipment as assigned.
8. Must maintain a valid Utah Drivers License and other job-related certifications as required
9. Must maintain annual re-certification from Peace Officer Standards and Training as a condition of continuous employment.
10. Enforces all applicable city, state and federal laws by apprehending, citing, and arresting violators as appropriate.
11. Investigates criminal activity, gathers evidence, interviews victims, witnesses and suspects and takes action as appropriate to solve the case and to bring the suspects before the proper judicial process.

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12. Investigates traffic accidents, enforces traffic and parking violations. Directs traffic and assists motorists as needed.
13. Responds to calls for service and renders aid to distressed citizens by maintaining the peace, supplying information and aiding in assisting the citizens as applicable.
14. Writes detailed and accurate reports on all criminal cases, arrests, traffic accidents and on other cases as appropriate. Presents evidence and testimony in court or at other hearings as required.
15. Operates a patrol vehicle and other departmental equipment in a manner that will maximize its life span and will provide the utmost safety for the officer and the public.
16. Performs foot patrol in the business areas to acquaint themselves with the business community and to make themselves more readily available to the citizens. Checks for building security.
17. Establishes effective communications and good relations with the public and all other city employees by being courteous and friendly. Presents a professional image in both appearance and demeanor.
18. Performs other related duties as assigned.

Minimum Education and Experience Requirements
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1. Graduation from a standard senior high school or equivalent (GED).
2. Must have Utah Post Certification (Peace Officer Category I) or pass the equivalency test for Utah Certification.
3. Must maintain annual re-certification from Peace Officer Standards and Training as a condition of continuous employment.
4. Must successfully complete a physical and psychological examination.

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Physical Requirements

1. Ability to sit frequently to drive a motor vehicle.
2. Ability to read, understand, remember and implement state laws and procedures in the performance of his/her duties.
3. Ability to physically subdue persons resisting arrest with the force allowed by law.
4. Ability to proficiently utilize and operate department equipment as assigned.

Licenses Required

A Police Officer I must maintain a valid Utah Drivers License and other job-related certifications as required.

Equipment Used

Department motor vehicle, department weapons, impact tools, handcuffs, OC spray, hand held radar, intoxilyzer, mountain bicycle, motorcycle, two-way radio, word processor/computer, telephone and fax machine.

Critical Skills Expertise

Proficiency in use of motor vehicle, proficiency in use of department firearm(s) . Maintain a skill in Arrest Control Techniques, proficiency with department impact tools and other less lethal munitions as required. Must possess the physical skill and agility necessary to apprehend, detain and control a suspect. A Police Officer I must have good verbal communication skills, good organizational skills and good problem solving skills.